

Sign Permit Submittal Guide

REQUIRED FORMS:

- Sign Permit Application
- Property Appraiser's printout with legal description
- Signed and notarized approval from property owner for the installation of the sign(s)

POSSIBLE ADDITIONAL FORMS:

- Recorded Notice of Commencement
- Power of Attorney Form
- Historical / Archaeological Form
- Owner / Builder Statement

PLANS: (2 copies required)

- Site plan, clearly dimensioned with sight visibility triangle, indicating the exact location of all sign(s) and setbacks of any new ground signs.
- Plans, indicating construction specifications, design criteria, and height above ground.
- Total advertising copy area square feet for existing and new signs for the tenant / occupancy must be shown on all elevation renderings.
- All lettering must be shown on scaled plan.
- Plans must be signed and sealed by a Florida Design Professional with the following exceptions: 1) signs $\leq 32\text{sf}$ & $< 1\ 1/2"$ projection 2) foam letter signs 3) temporary real estate signs $\leq 32\text{sf}$ 4) Face changes

NOTE: Proof of worker's compensation insurance and a deposit of 50% of the estimated permit fee are required at the time of submittal

This is only a guide and may not be all-inclusive for your particular project.